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OIT-0228X-86

20 MAR 1980

MEMORANDUM FOR: William F. Donnelly
Director, Office of Information Technology

FROM: [REDACTED]

SUBJECT: Memorandum of Appreciation - [REDACTED]
Headquarters Facilities Division, Message
Processing Branch

1. [REDACTED] wishes to express sincere appreciation for the exceptional support provided by [REDACTED] OIT/HFD/MPB, in preparation for, during, and since the implementation of the Electronic Data Circuit (EDC). [REDACTED] is a knowledgeable, effective, and supportive individual and the assistance he has provided and continues to provide is excellent.

2. In preparation for the EDC implementation, [REDACTED] attended numerous meetings to discuss Division requirements, and received and reviewed all requirements prior to implementation. He has since been the recipient of the Division's daily and weekly reading requirement refinements which are always promptly implemented. [REDACTED] has regularly offered helpful advice on refining the requirements. His assistance has resulted in reading requirements that serve Division needs and, at the same time, avoid the generation of unnecessary traffic. He also made a special effort to review [REDACTED] memoranda from other area divisions and staffs in order to notify [REDACTED] Information Management Officer of coordinations necessary to make [REDACTED] distribution [REDACTED] Division possible.

The excellent support [REDACTED] has provided is deserving of recognition. Please assure that a copy of this memorandum becomes part of his file.

[REDACTED]

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